U.S. Department
of Transportation

**United States
Coast Guard**

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COMMANDMENT INSTRUCTION 16249.2

Subj: LAW ENFORCEMENT INFORMATION SYSTEM II (LEIS II)

Ref: (a) LEIS II User Manual, (CG7610-OI-GF5-2505)
        (b) LEIS II Quick Reference Guide, (CG7610-01-GF5-2501)

1. <u>PURPOSE</u>. This Instruction provides policy guidance for the tactical and strategic use of LEIS II, and establishes reporting requirements. It does not duplicate the detailed information published separately in references (a) and (b).

2. <u>ACTION</u>. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, and special staff offices at headquarters shall ensure compliance with the provisions of this Instruction.

3. <u>DIRECTIVES AFFECTED</u>. COMDTINST M16249.1A, ELT Summary Enforcement Event Report (SEER), is canceled.

4. <u>DISCUSSION</u>. LEIS II replaces LEIS as the Coast Guard's only comprehensive, official Law Enforcement information database. All Coast Guard units with a maritime law enforcement (MLE) mission will use LEIS II to report all law enforcement activity via the Sighting and Boarding Report (SABR) format. This reporting requirement replaces the requirement to submit Summary Enforcement Event Reports (SEER). All detections, sightings and boardings, even those that are the subject of an Intelligence Information Report (IIR), Field Intelligence Report (FIR), Situation Report (SITREP), CG-4100/CG-4100F, Enforcement Action Report (EAR), or any other report, must be submitted as a SABR. LEIS II consolidates law enforcement information from myriad sources and rapidly disseminates it directly to operational users through the CG Data Network, asynchronous modem, or satellite communications (SATCOM)links. The primary objective of LEIS II is to improve boarding team safety, and law enforcement program effectiveness, by providing near real-time tactical

law enforcement information to field units. The primary customer of LEIS II is the Coast Guard field unit conducting maritime law enforcement operations. LEIS II is designed to provide the customer with rapid access to tactical law enforcement information including lookout lists, vessel registration, and prior encounter information, to support board/no board decisions. LEIS II is also an essential tool in strategic program management and is used extensively in program planning and assessment, resource allocation decisions, budget formulation and justification, and to justify the procurement of additional capability. In order to accurately reflect Coast Guard law enforcement activity, every detection, sighting, and boarding, along with associated violations, cargo, people, weapons, and assisting unit data must be entered into LEIS II.

5.   POLICY AND PROCEDURES. Coast Guard units conducting maritime law enforcement operations or supporting maritime law enforcement missions shall use LEIS II as described in references (a) and (b) and in enclosure (1). Prior to initial use of LEIS II or following a restore of the LEIS II database or software, a unit must contact the LEIS II hotline (304-264-2669) to coordinate setup and initialization of their local LEIS II system.

6.   FORMS/REPORTS. LEIS II is a paperless information system. Sighting and Boarding Reports (SABR) are generated and transmitted electronically. Appendix G of reference (a) contains data collection forms which facilitate the recording of data for later entry in LEIS II. The use of these forms is optional.

/s/ JAMES D. HULL
     Assistant Commandant for Operations
     Acting

Encl: (1) Policy for Use of the Law Enforcement Information System II (LEIS II) of these forms
        is optional.

POLICY FOR USE OF THE
LAW ENFORCEMENT INFORMATION SYSTEM II (LEIS II)

1. **SUBMITTING SIGHTING AND BOARDING REPORTS (SABR)**

   a. The tactical and strategic value of LEIS II rests primarily on the SABR reports submitted by operational units. A SABR must be submitted for every detection, sighting, and boarding, even if a SITREP, IIR, CG-4100/CG-4100F, EAR, or other report is submitted for the same event. (Note: SITREPs may reference a SABR to avoid duplicating large amounts of data.) To reference a SABR in another report, use the Event Group ID number of the SABR. A SABR must be submitted for all detections, sightings and boardings, even if a Coast Guard unit is working in cooperation with another agency (i.e., U.S. Customs, local police, etc.), and the data will also be entered into that agency's reporting system. **Note: In order to accurately reflect Coast Guard law enforcement activity, every detection, sighting, and boarding, along with associated violations, cargo, people, weapons, and assisting unit data <u>must</u> be entered into LEIS II.**

   b. Owner information (if available) should be entered, even when the owner is not on board. Enter the owner's data normally, then indicate in the 'Remarks' section that the owner was not on board. Crewmember information should be entered in order to build a comprehensive law enforcement database.

2. **TIMELY SUBMISSION OF SABR**

   A SABR must be submitted as soon as possible after an event (detection, sighting or boarding) to fully realize the near-real time tactical value of the LEIS II. This section prescribes maximum time limits for SABR submission, however, for LEIS II to provide operational units maximum utility as a tactical database, all units must submit SABRs as soon as possible after the event.

   a. Cutters and LEDETs are to submit SABR within eight hours of the event.

   b. Cutters without SATCOM or record message capability, which must report via land-line, are to submit SABRs within eight hours of entering port.

   c. Groups, stations and air stations reporting via land-line are to submit SABR within eight hours of the completion of a patrol.

3. **USE OF THE LOOKOUT LIST**

   a. LEIS II consolidates the lookout lists from many different sources into one easily accessed location. The El Paso Intelligence Center (EPIC) enters lookout and suspect vessel information on drug smuggling, migrant smuggling and weapons violations. All information pertaining to these subjects should be submitted to

EPIC for inclusion on these lists. Valuable unclassified information is provided to the user via LEIS II, however, units must contact EPIC via other means to receive classified information or detailed background information. **For this reason, any query which results in a "hit" should be confirmed with EPIC via secure voice circuit as quickly as possible.**

b.   Only users with INTEL access may enter vessel lookouts into the LEIS II consolidated lookout list. These users also have the authority to establish associations between lookout vessels and other vessels, people, and aircraft. The INTEL user type is restricted to headquarters, area, district, and EPIC. No other LEIS II units are authorized to register an INTEL user in the system. All other units wishing to place a vessel on the consolidated lookout list must do so through one of the above listed INTEL users.

4.   INTERIM POLICY ON DOCUMENTATION NUMBERS

a.   Coast Guard issued documentation numbers have recently gone from 6 to 7 digits, however the LEIS II database will only accept 6 digits. Making the change for LEIS II to accommodate 7 digit documentation numbers requires a major release of the local LEIS II software, which is currently in development.

b.   In the interim, units are instructed to put six zeros in the documentation number field when reporting vessels that have a seven-digit documentation number. In the Remarks section, enter the seven-digit documentation number.

5.   CREATING A LOCAL DATABASE

a.   One objective of LEIS II is to give every unit, including underway cutters, tactical access to the LEIS II central database. Cutters can access the database via SATCOM, or in some areas, via a modem-equipped cellular telephone. However, since not all cutters have these capabilities, the local system is designed to permit queries on a local database while underway. Operating LEIS II with only the local database is referred to as operating in a "degraded state".

b.   Cutters operating in a degraded state may populate their local databases with data by contacting the LEIS II Hotline and requesting a download. This download will allow cutters to obtain up to 60 megabytes of information before they deploy, and/or during patrol breaks. Downloads will be provided via e-mail, disk, or tape. Disk and tape downloads will be sent via overnight mail.

6.   ACCESSING CENTRAL VIA SATCOM

a.   LEIS II is designed to minimize SATCOM connect time by sending a burst of data rather than relying on a continuous on-line connection. In addition, the SWIII version of LEIS II will utilize data compression to further reduce transmission costs. Even so, large data requests may become inordinately

expensive over SATCOM. For this reason, there is a preset limit to how much data can be returned in response to a query. If this limit is exceeded, the user will get a "TOO BIG" response.

b. Some suggestions for minimizing transmission time and communications costs over SATCOM:

> -- Query only Lookout and SABR, turning off ID.
> -- Turn Soundex off.
> -- Query only Lookout to Central, go to local mode, query SABR on
>   local database (if current).
> -- Do not do downloads, GDOCS, or Long Lists.

7. USER TRAINING

Initial user training is conducted at the time of LEIS II software installation. Subsequent refresher training can be obtained by contacting the LEIS II hotline.

8. USER ACCESS AND USER NAMES

a. Although LEIS II is an unclassified system, much of the information it contains is LE Sensitive. In order to protect the data, the system requires each unit site to be registered on the central system. Unit site passwords will be provided or updated as needed by OSC via STUIII or 1st class mail, to the LEIS II unit system administrator (S A).

b. The system also requires each user at each unit to have a unique name and password. Under no circumstances will multiple individuals share a name or password. The local LEIS II SA is responsible for contacting the LEIS II Hotline at OSC Martinsburg to add new users, delete users who are no longer active, or change user access level when an upgrade or downgrade in access privileges is required. Requests may be sent by FAX or the LEIS II Comment feature (Shift-F4 on most screens). **NOTE: If a local user is not registered at Central, any data requests by that user will <u>not be processed</u>**.

c. "HQ", "DIST" and "GROUP" user types are restricted to their specific unit type (i.e., HQ for headquarters, DIST for districts/areas and GROUP for groups). These access levels are specifically for a parent unit to update a subordinate unit's SABRs with amplifying/correcting data. SABRs updated by a parent unit <u>become locked</u> and are no longer capable of being updated at Central by a subordinate unit without authorization and Central assistance. All SABR records, regardless of lock level, continue to be accessible for query and download.

d. The INTEL user type is restricted to EPIC, headquarters, areas and districts. This

user type is specifically for the creation, update and transmission of active lookout records.

e.   The ADMIN user type is restricted to system administrators at each unit. This user type has the ability to modify a unit's LEIS II configuration, including adding/deleting user names, and reviewing/transmitting electronic unit comments. Each unit should carefully consider the assignment of this responsibility. While each unit is different, as a general rule, units should limit the number of ADMIN users to two.

f.   The REPORTER user type is unique in that the REPORTER user may only enter SABRs, but cannot query the central system. This user type allows a unit to control individual user access to sensitive central databases.

9.   DATA PROTECTION

LEIS II data protection is multilevel and includes highly detailed transaction records. At units where Cipher 5000 is available, LEIS II data will be transmitted via the Cipher 5000 for additional protection. Cipher 5000 encryption must be coordinated with OSC Martinsburg. **Note: LEIS II is to be used for official government business only. Idle queries, such as requests for information on public figures, may trigger a detailed audit of the user's activity in the system.**

10. RELEASE OF LEIS II DATABASE INFORMATION

a.   Information from the LEIS II databases which is of Coast Guard origin (SABR, VDOC, Active Lookout) may be shared with other U.S. and Canadian law enforcement agencies (federal, state and local) at the unit commander's discretion.

b.   To obtain "third party" information (Lloyd's, NCIC, EPIC Suspect Vessel and NLETS when available), non-Coast Guard requesters must contact the originator directly.

c.   All requests for LEIS II information from foreign governments (except Canada) or private individuals (including Freedom of Information Act (FOIA) requests) must be forwarded to the program manager, Commandant (G-OPL).

d.   Commandant (G-OPL) must be consulted before responding to requests for LEIS II information from Congress, the courts, non-law enforcement agencies, or the news media. Contact G-OPL at (202) 267-1890, or after hours contact the Coast Guard Headquarters Command Center (G-OFP) at 1-800-323-7233.